

Continued from inside

- 65. Are deposits made by different managers or employees?
- 66. Are the deposits sent to the bank by armored car or bonded messenger?
- 67. Are two employees present when taking a deposit to the bank?

Alarm Systems

- 68. Are there sensors and alarms for all external doors and windows, areas, cash registers and safes?
- 69. Are alarms properly set at closing?
- 70. Are sensors and alarms maintained in working order?
- 71. Are alarms tested regularly?
- 72. Are employees trained in the policies and use of the alarm and sensor system?
- 73. Do employees know what to do in the event of a false alarm?

The River Bend Police Department encourages every business owner to make sure their business property is secure.

This checklist will help you determine the security strengths and weaknesses of your business.

You will find there is always some room for security improvement!



Business Security Checklist



**RIVER BEND
POLICE DEPARTMENT**

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Exterior Doors, Windows, and Openings

- 1. Are all entrance doors clearly visible from either the parking lot or the street?
- 2. Do all entrance doors have shatter-proof glass that allow a person to look outside before opening the door?
- 3. Are all door/window locks in good repair?
- 4. Are all doors fire-rated, self-closing and hinged on the outside?
- 5. Are rear doors locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit?
- 6. Are employee entrances and other non-public entrances closed securely and locked to prevent entry of intruders?
- 7. Are height lines marked on the door frame of non-public entrances where they can be seen by employees to help estimate the height of suspects?
- 8. Are windows clear of posters or signs that block the view from inside out and outside in?
- 9. Are windows that can be opened, always closed and locked when the business is closed?
- 10. Can window locks and security bars be easily unlocked to allow use as an emergency exit if necessary?
- 11. Are heating, ventilation, and air conditioning ducts covered and at least 10 feet off the ground to prevent injury?

Exterior

- 12. Are the exterior lights sufficient to illuminate all areas of the building?
- 13. Are exterior lights protected by wire cages over the bulbs?
- 14. Are exterior lights checked regularly to ensure they are operable?
- 15. Are all lights in, above, or near all entrances working?
- 16. Are all fences in good repair?

- 17. Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places?
- 18. Are fences around outdoor patios, terraces and gardens secured and in good repair?
- 19. Is the furniture in outdoor areas secured or locked inside the building during non-operating hours?
- 20. Is the trash or dumpster area well lit? Is the lid or cover to the trash or dumpster locked to prevent illegal dumping or someone hiding inside?
- 21. Are mirrors installed on the corners of the building so an employee has a view of the sides and back of the building from the back doorway?

Interior Areas

- 22. Are interior rooms and hallways lighted well enough so that anyone in them can be seen?
- 23. Are there clear lines of sight between storage racks so anyone in storage areas can be seen?
- 24. Can an employee in a storage area clearly see the doorway and be aware if another person enters the room?
- 25. Are hallways free of equipment that might provide hiding places?
- 26. Are mirrors positioned strategically in long corridors so an employee can see along the entire length?
- 27. Are windows and locks on windows in rest rooms in good repair to prevent entry or exit of an intruder?
- 28. Is access to the employee locker room or break room limited to employees?
- 29. Are employees instructed to leave their valuables at home or locked away from public access?
- 30. Do employees provide their own locks for their lockers and use them?
- 31. Are lockers and break rooms monitored for security violations and employee safety?

Opening and Closing the Business

- 32. Is there a security checklist to be used for opening and closing?
- 33. Are there written policies for employees who open and close the facility?
- 34. Is a manager present for opening and closing?
- 35. Are employees trained in opening and closing procedures?
- 36. Do employees work in teams to open and close?
- 37. Do opening employees inspect the exterior of the building of signs of a burglary or vandalism before entering?
- 38. Do employees check for suspicious persons before unlocking and entering the business?
- 39. Are employees told not to let anyone in after closing?
- 40. Do employees lock the door behind them and keep it locked until it's time to open for business?
- 41. Are employees told to allow only scheduled employees to enter the business before opening hours?
- 42. Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including the rest rooms?
- 43. Are all doors locked at closing?

Cash Management Procedures—Safes

- 44. Is money counted only behind a closed, locked door?
- 45. Are all receipts counted and bank deposited or secured in a safe at the end of the day?
- 46. Is your safe equipped with a secure one-way drop slot for deposits?
- 47. Are safe combinations written down and kept in a secure location?
- 48. Are safes secured to the floor or wall so they cannot be removed?
- 49. Are safes kept locked when not attended?

- 50. If the safe is in a manager's office, is the office locked when the manager is not inside?

Cash Registers

- 51. Are cash registers located in central areas and not near exits?
- 52. Is lighting over cash registers bright, to ensure visibility from the street and from other rooms?
- 53. Is access to cash registers limited to certain employees?
- 54. Are there written employee policies for handling money and receipts?
- 55. Are employees who handle cash trained in cash handling procedures?
- 56. Have employees signed a cash-handling policy statement?
- 57. Are all employees who handle cash, checks, and credit cards trained to recognize altered documents, money, money orders, traveler's checks and driver licenses?
- 58. Are managers required to oversee all corrections of errors in cash register entries?
- 59. If your point-of-sale system allows the handling of cash, are cashiers required to make hourly deposits in drop safes?
- 60. Before opening, are manned cash registers supplied with a minimum amount of cash?
- 61. Are register drawers kept closed and locked between transactions?
- 62. Is excess cash removed from registers during the day to prevent a build-up?

Bank Deposits

- 63. Does the manager oversee the preparation of bank deposits?
- 64. Are deposits made often so that cash does not build up to high amounts?